

RISK MANAGEMENT

POLICY AND PROCEDURE

Policy Statement

Mypower Foundations has an obligation under Workplace Health and Safety legislation to protect people against any risk to health and safety arising from hazardous activities. Mypower Foundations are committed to a three-step process for risk management:

1. **Hazard Identification** - identifying the problem.
2. **Risk Assessment** - determining how serious a problem is
3. **Risk Elimination or Control** - deciding what needs to be done to solve the problem using the hierarchy of controls.

Mypower Foundations are committed to risk identification and management; the basis for our Risk Management Procedure is the Hazpak guidelines.

The Director will ensure as part of the contractual arrangements that a suitable process is in place for the reporting, assessment and control of hazards and risks at work sites.

Definitions

Hazards can be classified into five general categories:

- Physical
- Mechanical and/or Electrical
- Chemical
- Biological
- Psychological

Risk - The potential for a hazard to cause harm. It is the chance of something happening and is measured in terms of consequences and likelihood.

Risk Assessment- The overall process of risk analysis and risk evaluation. It provides an objective measure and allows hazards to be compared and evaluated.

Risk Control- The implementation of policies, standards, procedures and physical changes to minimise risk. The measures are designed to reduce the risk associated with a hazard.

Procedure

This procedure will ensure that all risks are assessed. Risk assessment will ensure all hazards are appropriately reviewed, objectively assessed and control strategies developed and implemented.

Mypower Foundations complies with all mandatory reporting requirements related to safeguarding of people with disability, quality management and workplace safety.

The client's facilitator is to be informed of a potential hazard, by a workplace inspection, Hazard Report Form or Accident and/or Incident Report Form. If the hazard cannot be eliminated immediately, or requires expenditure to resolve, the client's facilitator completes the risk assessment by consulting with staff, using the Hazpak Risk Assessment Matrix. An external provider may be called in if required.

Recommendations are reported on the appropriate form, and then forwarded to the Director for action.

The Director will report back on actions as per consultation arrangements.

All incidents and control measures will be recorded on a central register and a review of the register will be undertaken yearly to identify repeating or ongoing issues to ensure the risk management procedure is current and reflects the changing nature of risks.

People accessing services, their families or carers, staff and volunteers are made aware of risks.

Feedback from people with disability accessing the service, complaints, incidents and the results of formal evaluations are used to update procedures and improve practice.

Responsibility

Risk assessments are to be undertaken in consultation with employees and contractors. It is the responsibility of the Director to follow up control strategies recommended following a risk assessment.

Clients and their families are responsible for reporting any perceived risks from their perspective via their preferred method, either to their support professional, facilitator, or the Director

Relevant Legislation and Policies

- Privacy Act 1988
- Work Health and Safety Act 2011
- NSW Work Health and Safety Regulation 2017
- Children and Young Persons (Care and Protection) Act 1998 (NSW)
- Mental Health Act 2007 (NSW)
- NSW Disability Services Standards
- National Standards for Disability Services
- Disability Inclusion Act 2014 (NSW):
- Disability Discrimination Act 1992
- National Disability Insurance Scheme Act 2013
- NDIS Code of Conduct
- NDIS Quality and Safeguarding Framework
- Universal Declaration of Human Rights
- United Nations Convention on The Rights of Persons with Disabilities